Approved For Release 2000/[redacted] : CIA-RDP[redacted]100280003-9

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CIA ARCHIVES AND RECORDS CENTER MONTHLY STATISTICAL SUMMARY

MONTH: DECEMBER 1968

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 18 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. *ACCESSION JOBS (Number)*	71	445	
2. RECORDS ACCESSIONED	356	3,604	128,443
3. RECORDS DISPOSED OF AT CENTER	1,292	2,929	27,169
4. RECORDS TRANSFERRED FROM CENTER	414	~~4662,472~~	34,596
5. *RECORDS HOLDINGS* 66,678	~~66,666~~		
6. INTELLIGENCE REPORTS RECEIVED	237	1,710	64,948
7. INTELLIGENCE REPORTS DISPOSED OF AT CENTER	712	1,183	28,094
8. INTELLIGENCE REPORTS TRANSFERRED FROM CENTER	410	668	15,234
9. *INTELLIGENCE REPORTS HOLDINGS*	21,620		
10. VITAL RECORDS RECEIVED	40	852	18,730
11. VITAL RECORDS DISPOSED OF AT CENTER	17	416	4,931
12. VITAL RECORDS TRANSFERRED FROM CENTER	46	~~63~~ 65	4,630
13. *VITAL RECORDS HOLDINGS*	9,169		
14. ARCHIVES ACCESSIONED	25	144	7,669
15. ARCHIVES DISPOSED OF AT CENTER	14	52	330
16. ARCHIVES TRANSFERRED FROM CENTER	0	0	902
17. *ARCHIVES HOLDINGS*	6,437		
18. *TOTAL HOLDINGS*	103,904		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
19. RECORD DOCUMENTS LOANED	4,731	33,326	809,171
20. INFORMATIONAL REQUESTS	716	4,356	48,923
21. **Archival Documents**	176	2,095	
22. INTELLIGENCE REPORTS	2,587	18,297	
23. VITAL RECORDS	103	920	
24. *TOTAL*	8,313	58,994	
25. *NO. OF PAGES REPRODUCED*	620	7,823	

ITEMS RECEIVED

ITEMS (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
26. INTELLIGENCE REPORTS	85,726	562,727
A. INITIAL RECEIPT	85,126	548,674
B. RETURNS	600	8,053
27. **Archival Documents**	2,190	14,082
28. VITAL RECORDS	1,417	10,176
29. *TOTAL*	87,333	580,985

SHELVING UTILIZATION

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SPACE (Cubic feet)	REPORTING PERIOD
30. *TOTAL CAPACITY* [redacted]	132,202
31. UTILIZED	84,653
32. ~~XXXXXXX~~	19,251
33. AVAILABLE	28,298

Sept 85,539 20,513 26,105 698 — Aug 86,249 18,049 — 28298 25402 2,896

FORM 1-64 490j OBSOLETE PREVIOUS EDITIONS

~~SECRET~~

GROUP 1 Excluded from automatic downgrading and declassification

(36)

Sept 26,105 698 Oct 25,402 — 172 2 25,402 5 — 28298 25402 2,896

Approved For Release 2000/08/03 : CIA-RDP72-00450R000100280003-9